

NO FAXED APPLICATIONS ACCEPTED

Posting Date_____

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Probation Officer

All applications must be received by:

POSITION SUMMARY:

The probation officer, under the direct supervision of the chief probation officer, first assistant chief probation officer, or assistant chief probation officer, investigates thoroughly offender personal history, background and environment; reports findings to the court and is prepared to make appropriate recommendations on dispositions; periodically interviews probationers to determine the effectiveness of probation supervision and areas in which casework counseling are needed; refers probationers to social resources in the community for assistance in rehabilitation; enforces court orders; recommends revoking of probation and/or modification of court orders when necessary.

MAJOR DUTIES:

Administrative

Performs all assigned duties relating to cases scheduled for appearance in court.

Assists as needed in courtroom procedure during court sessions.

Plans office activities, conferences, and field visits in connection with investigation and supervision functions.

Maintains accurate and up-to-date case records in a neat and legible prescribed form.

Prepares and submits monthly statistical and performance reports on the status of individual caseload.

Gathers and evaluates data pertinent to individual cases in connection with both investigation and supervision. Such data may include information about the offender's home, school, church, neighborhood, and relevant social agencies.

Following court policy has responsibility for monitoring payment orders of the court, e.g., restitution, fines, support orders, etc.

Maintains own workbook listing information and contact with probationers.

Casework and Counseling:

Conducts counseling interviews with assigned cases according to approved counseling techniques in order to determine and clarify probationer problems; suggests constructive methods for addressing such problems; and consults with supervisors when necessary.

Contacts public and private community agencies to secure their aid in attempting to solve probationer's needs. Continuing and ongoing relationships with agencies are expected.

Following a thorough and complete evaluation, refers probationers to community agencies that offer specialized services that are required for a particular individual's needs.

Contacts collateral sources for information to evaluate or verify current information on probationer's adjustment.

Establishes an ongoing relationship with probationers in order to carry out the orders of the court.

Uses special skills and techniques that may be necessary in the performance of his/her duties.

Law Enforcement

Enforces all orders handed down by the court.

Carefully documents facts and testifies in court with respect to the probationer's activities, behavior and quality of adjustment while under supervision.

Following established legal procedures, brings alleged violations of the probationer to the attention of the court and/or brings a probationer before the court as required.

Determines when circumstances warrant modification of court orders and initiates the necessary action to procure a decision by the court on such modification.

Investigations

Conducts investigations, prepares appropriate reports focused on the "why" of the individual's behavior, and is prepared to make recommendations based on these investigations.

Public Relations

As directed represents the chief probation officer and other court officials in many phases of meeting the public.

As directed performs various public relations activities, such as addressing community groups, participating in conferences, panels, etc., of other agencies.

Assignments

As assigned, performs such other duties as may be directed by the judge or chief probation officer in accordance with the standards of the Probation Service and any specialized needs of the court.

Is subject to assignment by the Commissioner with approval from the Chief Justice for Administration and Management among various Departments and Divisions of the Trial Court.

POSITION REQUIREMENTS:

Line Experience:

A minimum of one (1) year experience in human or allied services.

NOTE:

A graduate degree in the behavioral sciences, education, administration, management, law or criminal justice may be substituted for the above experience, if the candidate also possesses a bachelor's degree in accordance with the education requirement.

Education

A bachelor's degree from an accredited college or university.

NOTE:

The provisions contained in the line experience shall not operate to disqualify any person serving as a temporary probation officer at the time of promulgation of this standard, provided he/she is not serving his/her initial ninety (90) day temporary appointment and providing further he/she is otherwise qualified.

SALARY RANGE: \$42,238 - \$59,521

Completed Trial Court Applications for Employment should be forwarded to:

Personnel Director
Office of the Commissioner of Probation
One Ashburton Place, Rm 405
Boston, Massachusetts 02108

Trial Court Applications for Employment are available at all court locations and at the Administrative Office.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER